

***The Cooperative Parenting Center Group Facilitator  
Aka: Children Cope with Divorce***

***Status:*** Part-time

***Reports to:*** CPFV program supervisor/ Clinical Director

***Position Description:*** Will work as a team to deliver the services of The Cooperative Parenting Center materials in group format. The group is a manual based, psychoeducational group for parents who are going through the process of divorce. Groups are 4 hours long, and can be either lead with co-facilitators or independently.

***Education and/or Experience:*** Minimum of an associate's degree. Bachelor's degree in social work or related field preferred. Experience or education in facilitating groups. Knowledge of impacts of family transitions on children preferred.

***Skills/Knowledge Required:***

- Possess an understanding of group dynamics.
- Possess a working knowledge of the dynamics of divorce and post-divorce co-parenting; and have a commitment to increase knowledge and remain current on related trends, philosophies and interventions in the area of parenting, divorce, parental cooperation, conflict resolution, and the importance and value of both parent's roles in a child's development. Knowledge of the dynamics of domestic violence is also important.
- Ability to teach the curriculum in a way that is meaningful and effectively motivates participants to consider changing their behavior.
- Must be able to work well independently, maintain confidentiality and uphold ethical standards.
- Projects a positive and professional image through appearance and demeanor.
- PC literate.

***Tasks & Responsibilities:***

- Capacity to work independently and to assume responsibility for the activities of the group.
- Collect participant surveys upon completion of program, and award completion certificate.
- Be sensitive to the needs of culturally, racially, financially, physically or otherwise disadvantaged clients.
- Ability to answer and navigate questions of participants during program.
- Maintain positive and cooperative working relationships with agency staff.
- Participate in agency meetings as needed.
- Other tasks and responsibilities as assigned by program supervisor.

***Qualifications:*** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.